

ArchivesSpace Procedures

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I. **ArchivesSpace credentials**

1. Your credentials will be assigned to by the Project Archivist.
2. Do not change your password.
3. Ask Abi if you need to be resent your ASpace Credentials.

II. **Logging In**

1. Go to: <https://archivesspace.union.edu/>
2. Select sign in on the corner and sign in with your ASpace credentials.

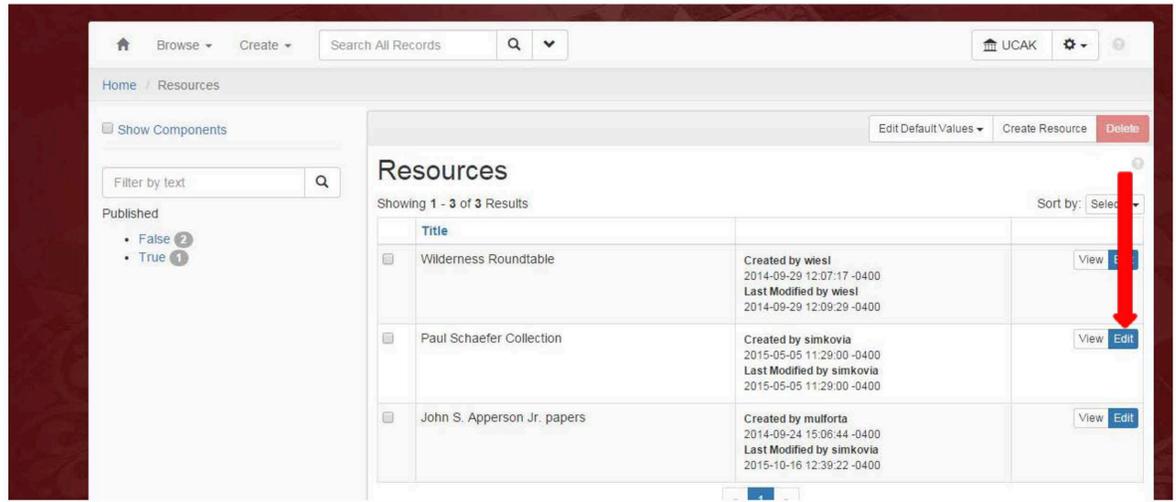


III. **Finding your resource**

1. Select "Browse" on the left, and then "Resources".

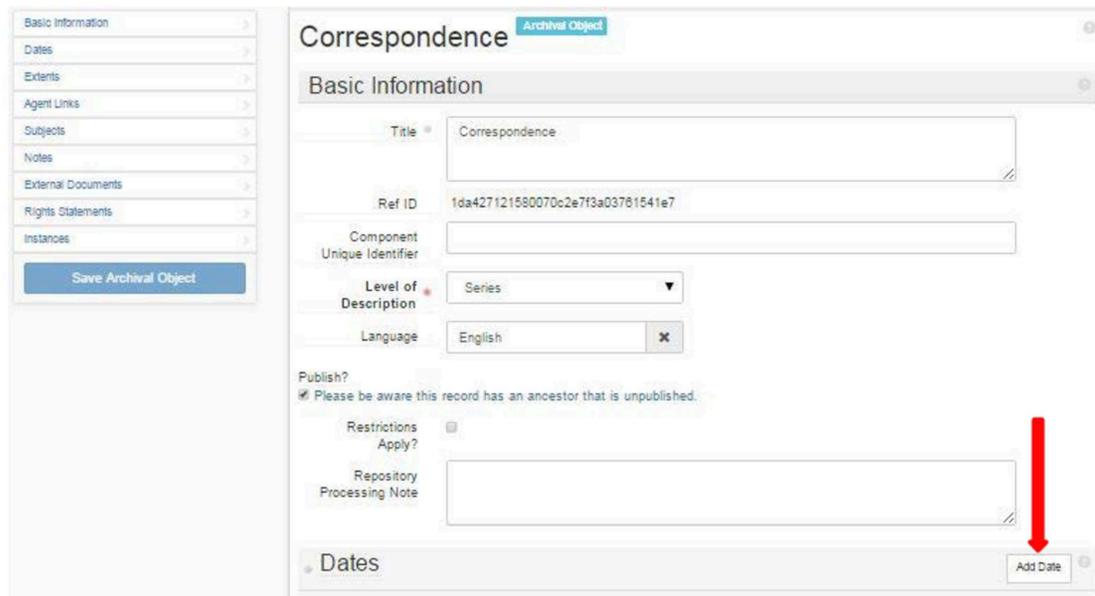


2. Select “edit” to the right of “Paul Schaefer Collection”.



IV. Editing series

1. The series of the Paul Schaefer Collection have already been created, but you will need to add extents and dates.
2. Select your series.
3. Select “Add Dates” to the right of “Dates”:



4. Fill in the following information:
 - i. Label: Select “Creation”.
 - ii. Type: Select “Inclusive”.

- iii. Entering dates: Enter earliest date in YYYY-MM-DD in “Begin”, enter the latest date in YYYY-MM-DD in “End”.

Dates

Add Date

Label * Creation

Expression Describe the date or date range

Type * Inclusive Dates

Begin 1979

End 1982

- 5. Select “Add Extent” to the right of “Extents”:

Basic Information

Dates

Extents

Agent Links

Subjects

Notes

External Documents

Rights Statements

Instances

Save Archival Object

Correspondence Archival Object

Basic Information

Title * Correspondence

Ref ID 1da427121580070c2e7f3a03781541e7

Component Unique Identifier

Level of Description * Series

Language English

Publish? Please be aware this record has an ancestor that is unpublished.

Restrictions Apply?

Repository Processing Note

Dates Add Date

Extents Add Extent

- 6. Within “Extents” fill out the following information:
 - i. Portion: Select “Whole”.
 - ii. Number: Type the number of boxes in the series.
 - iii. Type: Select “Inclusive”.

Extents

Portion * Whole

Number *

Type *

Container Summary

Physical Details

Dimensions

Add Extent

7. Save!

V. Creating sub-series

1. The series of the Paul Schaefer Collection have already been created.
2. Select your series.
3. Select “Add Child”:

Home / Resources / Paul Schaefer Collection / Edit

Add Child Add Sibling Cut Paste Move Transfer Rapid Data Entry Close Record

Paul Schaefer Collection	Collection
Correspondence	Series
Legislation and Litigation	Series
Publications	Series
Subject Files	Series
Woose River Plains	Series
Business Records and Patents	Series
Audio Visual Materials	Series
Sundry	Series

4. Fill in the following information:
 - i. Title: Use DACS¹.
 - ii. Level of Description: Select “Sub-series”.
 - iii. Publish: Check this box.

¹ <http://www2.archivists.org/standards/DACS>

Paul Schaefer Collection

- Correspondence
- Legislation and Litigation
- Publications
- Subject Files
- Moose River Plains
- Business Records and Patents
- Audio Visual Materials
- Sundry
- Archival Object**

Collection Series Series Series Series Series Series Series Series

Basic Information

Dates

Extents

Agent Links

Subjects

Notes

External Documents

Rights Statements

Instances

Save Archival Object +1

Save

Archival Object

Basic Information

Title

Ref ID – auto-generated upon save –

Component Unique Identifier

Level of Description

Language English

Publish?

Restrictions Apply?

5. Select “Add Dates” to the right of “Dates”.

- i. Label: Select “Creation”.
- ii. Type: Select “Inclusive”.
- iii. Entering dates: Enter earliest date in YYYY-MM-DD in “Begin”, enter the latest date in YYYY-MM-DD in “End”.

Dates

Add Date

Label * Creation

Expression * Describe the date or date range

Type * Inclusive Dates

Begin 1979

End 1982

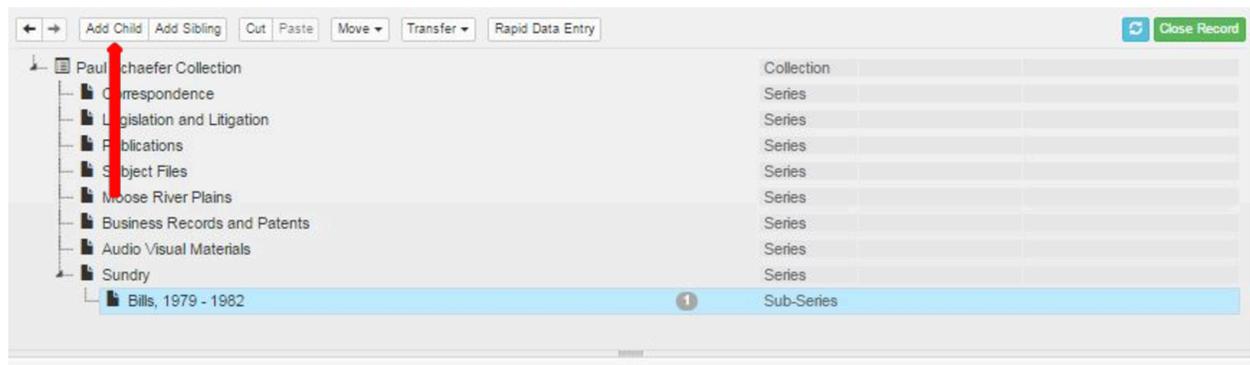
Certainty

6. Select “Add Extents” to the right of “Extents”.
 - i. Portion: Select “Whole”.
 - ii. Number: Type the number of folders in the sub-series.
 - iii. Type: Select “Inclusive”.

7. Save!
8. To add additional sub-series you can select your sub-series and select “Add Sibling”.

VI. Creating folders

1. Select your sub-series and select “Add Child”:



2. Fill in the following information:
 - i. Title: Use DACS².
 - ii. Level of Description: Select “File”.

² <http://www2.archivists.org/standards/DACS>

iii. Publish: Check this box.

The screenshot shows the 'Basic Information' section of an 'Archival Object' form. The breadcrumb trail is 'Audio Visual Materials > Sundry > Bills, 1979 - 1982 > Archival Object'. The form includes a 'Save' button at the top left. The 'Title' field contains 'Electric City Press'. The 'Ref ID' is '- auto-generated upon save -'. The 'Component Unique Identifier' field is empty. The 'Level of Description' dropdown is set to 'File'. The 'Language' dropdown is set to 'English'. The 'Publish?' checkbox is checked. A 'Restrictions' button is at the bottom right. On the left, a sidebar contains a list of tabs: Basic Information, Dates, Extents, Agent Links, Subjects, Notes, External Documents, Rights Statements, and Instances. A 'Save Archival Object +1' button is at the bottom of the sidebar. Three red arrows point to the 'Title', 'Level of Description', and 'Publish?' fields.

3. Select "Add Dates" to the right of "Dates".

i. Label: Select "Creation".

ii. Type: Select "Inclusive".

iii. Entering dates: Enter earliest date in YYYY-MM-DD in "Begin", enter the latest date in YYYY-MM-DD in "End".

The screenshot shows the 'Dates' section of the form. The 'Add Date' button is at the top right. The 'Label' dropdown is set to 'Creation'. The 'Expression' field contains 'Describe the date or date range'. The 'Type' dropdown is set to 'Inclusive Dates'. The 'Begin' field contains '1979' and the 'End' field contains '1982'. Both date fields have a calendar icon to their right. Below the date fields is a 'Certainty' dropdown. Four red arrows point to the 'Label', 'Type', 'Begin', and 'End' fields.

4. Select "Add Extents" to the right of "Extents".

i. Portion: Select "Whole".

- ii. Number: Type the number of folders in this set (aka: There are 4 physical folders of Electric City Press bills, but only one entry of Electric City Press in ASpace).
- iii. Type: Select “Inclusive”.

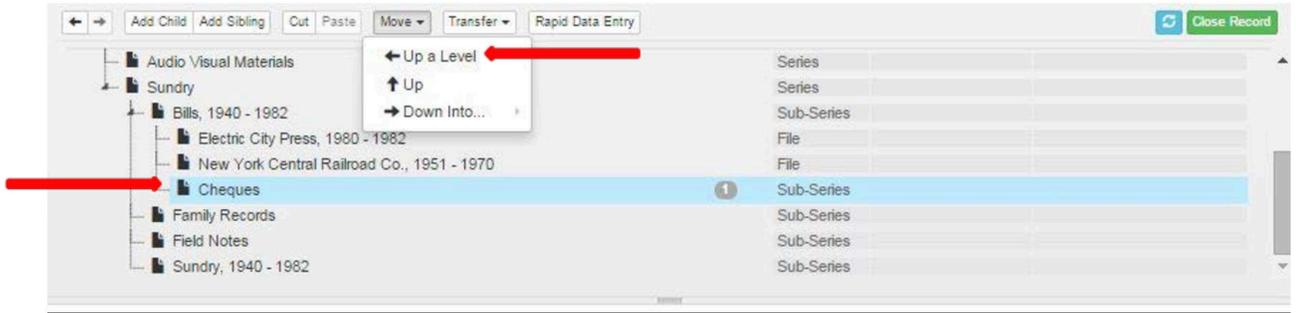
- 5. Save!
- 6. To add additional sub-series you can select your folder and select “Add Sibling”.

VII. Maintaining hierarchy

If you have entered your folders and sub-series but they do not reflect the collection’s hierarchy, it is very easy to fix:

- 1. Select the entry that is in the wrong position.

2. Click “Move” and then click “Up a Level” to move the item up or “Down a Level” to move the item down:

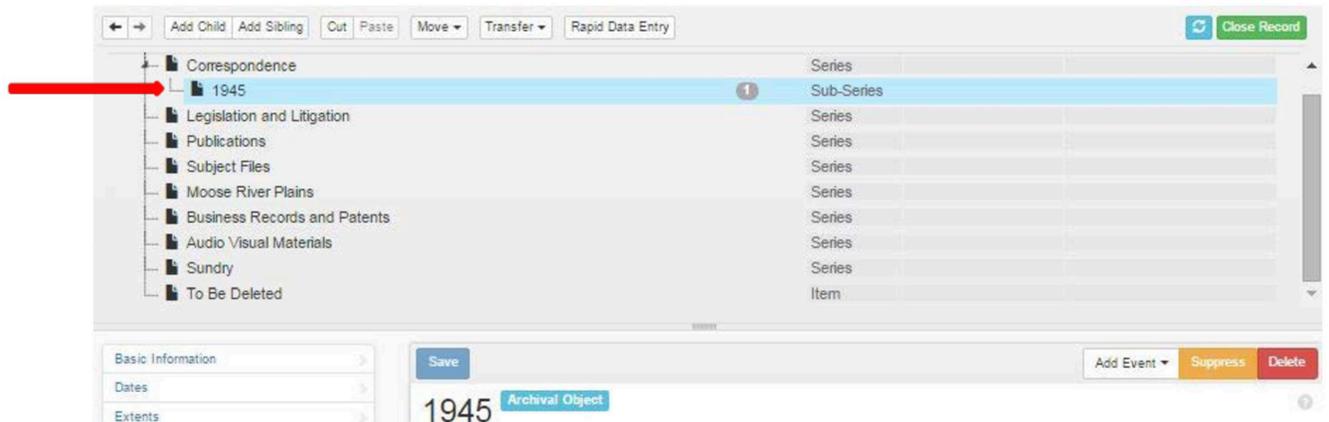


3. Then select the item that was just raised or lowered in the hierarchy and then select “Move” again and click “Up” or “Down based on where the item belongs in the intellectual arrangement:



VIII. Scope Notes

1. Do not enter your scope notes directly into ASpace.
2. See the [Scope Notes Sheets](#) for directions on creating your scope notes.
3. Once your notes have been edited and approved, select the folder for the note:

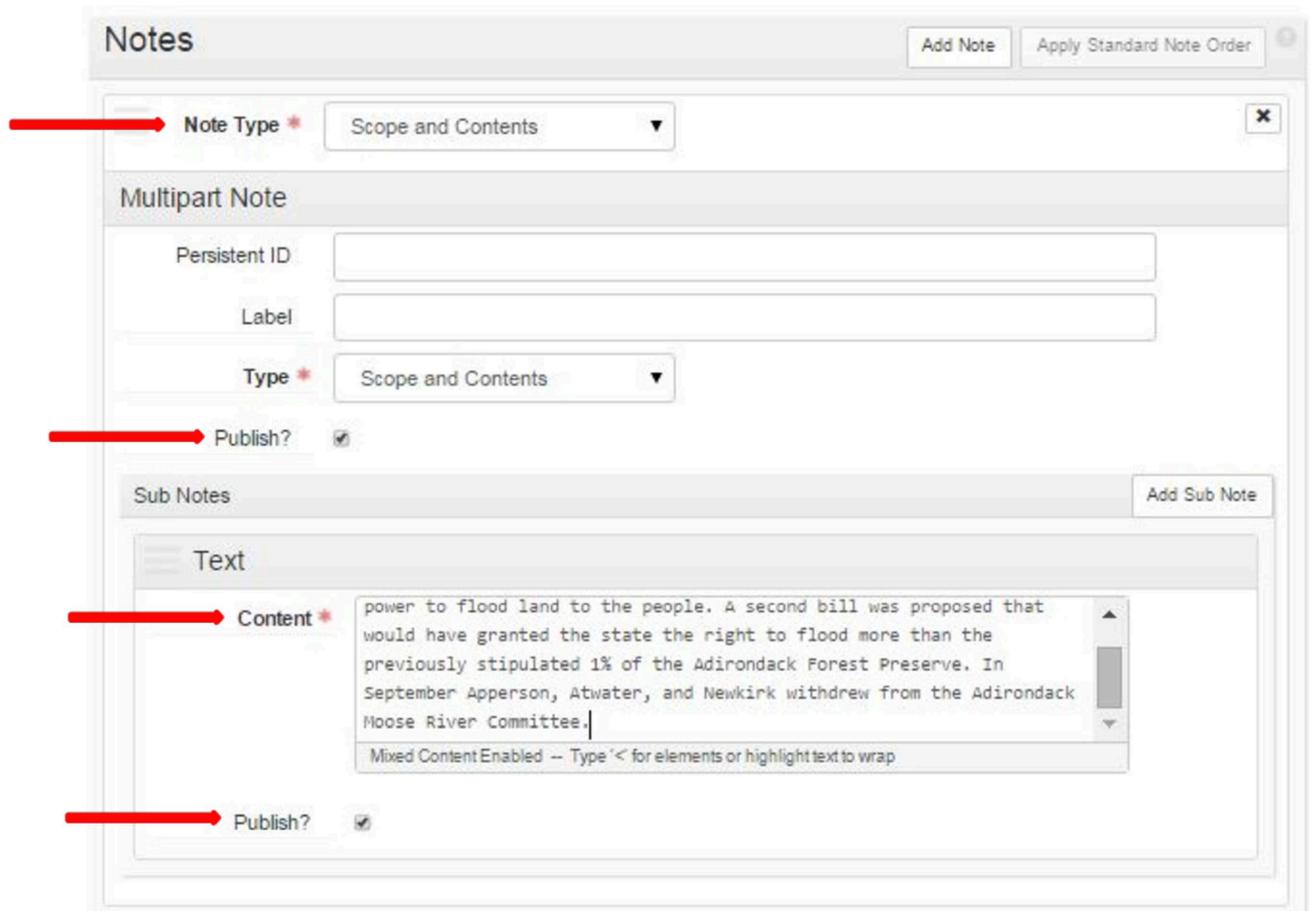


4. Select “Add Note” to the right of “Notes”:



5. Fill out the following information:

- i. Note Type: Select “Scope and Contents”.
- ii. Select “Publish”
- iii. Content: Paste note from your Scope Notes sheet.
- iv. Select “Publish”



6. Save!

IX. Deleting items

1. You are not able to delete items in ASpace.
2. Rename the entry that you want to be deleted “To Be Deleted”.
3. Move the item out of the collection’s hierarchy.
4. Notify Abi that an item needs to be deleted.

